

## AP&P Subcommittee-Academic Policies (Academic Governance Handbook-AGH) Minutes

- Jon Beebe - Faculty Representative (AP&P)
- Rich Crepeau - Faculty Senate (Acad. Policy)
- Julie Hayes - AP&P Specialist
- Marie Hoepfl-Graduate AP&P
- Kristin Hyle - General Education
- Joe Klein - Faculty Representative (AP&P)
- **Edgar Peck - Committee Chair**
- Ben Powell - AP&P Chair
- Tina Proctor - College of Health Sciences
- Robert Sanders - Graduate School
- Tara Strickland - Registrar's Office
- David Wiley - COE

**Meeting**                      **January 25, 2016 11am**                      **General Education Conference Room**

**Attendance**                      Peck, Beebe, Crepeau, Hayes, Hoepfl, Hyle, Powell, Sanders

**Upcoming Meeting**      February 2016

**CC:**      **Paul Gates (Faculty Senate), Susan Davies (Enrollment Services), Mike Mayfield (Academic Affairs), Debbie Race (Registrar), Jane Rex, Selena Dollar (Transfer Services)**

### Old Business Agenda (2015-2016)

**I. The name of the Academic Governance Handbook is recommended to be changed to the AP&P Manual.**

**II. The following sections of the AGH were recommended for deletion-Nov 13, 2015 subcommittee meeting.**

Academic Load

Admissions Policies-Exceptions

Catalog Adoption

Student records-Policies and procedures concerning the release of student information

**III. The following sections of the AGH were recommended for deletion-Nov 30, 2015 subcommittee meeting.**

Change of Course

Leave of Absence

### **IV. Updates on recommended edits**

|                                     |                    |                    |                      |
|-------------------------------------|--------------------|--------------------|----------------------|
| Awarding degrees posthumously       | (Policy Manual)    | Pending            | Julie Hayes          |
| Grade Changes                       | (Faculty Handbook) | Pending            | Dr. Crepeau          |
| Incomplete grades                   | (Bulletins)        | Proposal Submitted | Tara Strickland      |
| Independent study                   | (Faculty Handbook) | Pending            | Dr. Crepeau          |
| Individual study                    | (Faculty Handbook) | Pending            | Dr. Crepeau          |
| Selected Topics                     | (AGH)              | Edits ready        | Edgar Peck           |
| Sched of courses offered for credit | (AGH)              | Edits ready        | Edgar Peck           |
| Centers & Institutes                | (Policy Manual)    | Pending            | Edgar Peck/AlanUtter |
| Change of Major                     | (UG Bulletin)      | Proposal Submitted | Tara Strickland      |
| Req. to take coursework at another  | (UG Bulletin)      | Proposal Submitted | Strickland/Dollar    |

### **V. Update AP&P Manual (Academic Governance Handbook) online links. (Hayes)**

Julie is working to develop a new website (built but not visible). Julie is also working with the webmaster to update all links.

## **New Business Agenda**

**I. Consider editing the following sections of the Academic Governance Handbook. Recommendations will be forwarded to the AP&P Committee for consideration. Changes under consideration will be forwarded to Faculty Senate, Academic Affairs, Registrar's Office, and Graduate School.**

### **1. Academic Governance**

**Consider editing sections A, B, C of the AGH.**

**Further discussion is needed before the committee can submit recommendations.**

**II. Consider deleting the following sections of the Academic Governance Handbook. Recommendations will be forwarded to the AP&P Committee for consideration. Changes under consideration will be forwarded to Faculty Senate, Academic Affairs, Registrar's Office, and Graduate School.**

### **1. Instructional Assistance Program**

**The committee recommends deleting this section of the Academic Governance Handbook (AGH)**

**Information appears in the Academic Regulations portion of the bulletin**

**Information appears in the Numbering of coursework portion of the AGH**

Instructional assistance program (AGH)

The instructional assistance program is designed for students interested in receiving academic credit for participating in supervised experiences in the instructional process on the University level through direct participation in classroom situations. Students with junior or senior standing are eligible to participate in this program. For further information, the student should contact the chair of the department in which she/he wishes to engage in instructional assistance. The vehicles for earning this credit are courses listed in each division of departmental offerings as follows:

3520. Instructional Assistance in (departmental name)/(1).F;S;SS.

A supervised experience in the instructional process on the university level through direct participation in a classroom situation. Grading will be on a satisfactory/unsatisfactory basis only. Prerequisite: junior or senior standing. This class may be repeated for a total credit of 3 semester hours.

Registration for the course will be done during the registration period using the Independent/Individual Study/Special Course Form, and grades will be reported in the regular way at the end of the semester. The usual limitations on academic load apply to the student's total load. An undergraduate student may include a maximum of 3 semester hours credit completed under the Instructional Assistance Program toward meeting graduation requirements.

The following are procedures to be used in conjunction with the Instructional Assistance Program:

1. The student may voluntarily identify herself or himself to a faculty member or to the departmental chair as having interest in participating in this program. A faculty member or departmental chair may also identify an appropriate student and invite the student to participate in the program.

2. The chair will determine the faculty with whom the student will work. The appropriate course of study and the mutual agreement of the faculty member and the student should be involved in this determination.

3. The faculty member, the student, and the chair will discuss the nature of the student's involvement and actual duties designated in order to reach an agreement on the specific duties to be carried out by the student.

4. A written statement or "contract" will be prepared describing those specific terms agreed upon for the student. The statement is to be signed by the student and the faculty member and endorsed by the chair and the dean of the college in which the course is offered. Copies of this statement are to be given to the student, the faculty member, the chair and the dean.

#### Instructional Assistance Program (BULLETIN)

The instructional assistance program is designed for students interested in participating, for academic credit, in supervised experiences in the instructional process on the University level through direct participation in classroom situations. Students with junior or senior standing are eligible to participate in this program. An undergraduate student may include a maximum of 3 semester hours credit under the Instructional Assistance Program toward meeting graduation requirements. For further information, the student should contact the chair of the department in which she/he wishes to engage in instructional assistance.